

From: aaron@urbanplaceconsulting.com  
Subject: RE: HI BID- Family  
Date: June 15, 2016 at 6:09 PM  
To: Hector.Romero@securitasinc.com



Tough document to adapt to BID officers.  
See attached for my comments.

Thanks for starting this.

Aaron Aulenta  
Urban Place Consulting Group  
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----- Original Message -----

Subject: HI BID- Family

From: <[Hector.Romero@securitasinc.com](mailto:Hector.Romero@securitasinc.com)>

Date: Mon, June 13, 2016 3:01 pm

To: <[Alex.Palacios@securitasinc.com](mailto:Alex.Palacios@securitasinc.com)>, <[aaron@urbanplaceconsulting.com](mailto:aaron@urbanplaceconsulting.com)>, <[Brian.Lammert@securitasinc.com](mailto:Brian.Lammert@securitasinc.com)>

Per our conversation this morning and your concern with the active shooter events I have attached a BID protocol for Active Shooter or Threat.

Please review and add more as you see fit. Please do not distribute this material because I have not got the Okay for Legal.

Thanks,

**Hector Romero, Branch Manager** • Securitas Pacific Region  
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Active shooter  
protocol.docx

# Figueroa Corridor BID

## Active Shooter or Threat

Date: 06/13/2016

Once BID security personnel have been notified of an active shooter incident, the following process should be taken by all BID security staff. If BID security staff is faced directly with the active shooter threat, they should follow the Run, Hide, Fight protocol. If any business, property owner, employee, student, resident or BID security Officer receives notification of a potential threat they should immediately call in to the BID dispatch center at 213.746.3444 (or 911??).

The basic principles used to keep people safe in an emergency are determining whether to evacuate, lockdown, or shelter in place. This will ensure that we protect our staff and assets by establishing a sterile zone, thereby isolating the threat. Simple and decisive actions taken in response to an evolving emergency can mean the difference between death or serious injury and staying safe.

**If an Active Shooter/Threat is in the vicinity of a your patrol location (this scenario would make more sense for a BID team.**

On report of an armed active shooter heading towards your direction or facility you are visiting, BID security officers should implement the following measures:

In the city streets:

1) Immediately hide out in the nearest building.

Inside a building;

2) Immediately lock down all entrances to the building, including all ground floor access doors, tradesmen/delivery entrances, and entrances into and leading up from the parking lot.

3) BID security officers must not remain in a prominent position in the lobby where they can be seen by the shooter. Officers must ensure they fully consider their own safety and get into a position of cover where they are in no danger of becoming a target of the shooter.

4) If it is safe to do so, BID security officers should sweep through the reception/lobby to ensure all persons there are warned of the impending risk and advised to go to a place of safety within the building. Reception staff can assist in this task if they have been trained to do so, but then must similarly leave the area.

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5) Use radio or other applicable communication device to warn all other BID security officers in the district, including landlord controlled guards if applicable, that there is an active shooter in the area.

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6) Call 911 and inform them of all the details you have at hand about the shooter, including description, the number and type of weapons and approximate location (don't assume this has already been done by others).

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7) Not BID officer responsibility Call the local Facilities office and inform them of the situation. Ask to have the building elevators moved away from the ground floor and housed temporarily on another level.

8) Not BID officer responsibility, but they could ask or inform a building facility person do this. In buildings Fire & Life Safety or Facilities (according to the group controlling the PA system) should make an announcement informing all tenants that:

a) "The building is in 'lock down' status due to reports of an active shooter in the area. Building access is restricted until the danger has passed or has been neutralized."

b) If there is imminent danger of a direct impact to the building, such as bullet or bomb impacts, the PA announcement should include instructions on sheltering in place away from windows and in a more secure area.

8) Inform the local manager from the facility of what has occurred and that the building is in lock down status. Follow any instructions issued.

9) Should staff come to the lobby and ask to leave, explain that a lock down status has been invoked. If the person(s) continue to insist on leaving:

a) Inform them of the danger of exiting the building

b) Direct the individual to speak with Law Enforcement if onsite and requiring a lockdown

c) If Law Enforcement is not onsite and requiring a lockdown, direct the person to leave in the safest manner possible

11) Stay in regular contact with the local police, BID dispatch, Securitas management and Facilities until the situation is resolved.

12) Not BID officer responsibility. Should the building remain in lockdown for a considerable period of time, make sure that periodic updates are given to staff about the situation over the public address system.

13) Maybe revise, BID officer doesn't need to enhance security in my opinion. During a lockdown situation, BID security officers should concentrate their attention on the most vulnerable entrances to the facility and enhance BID security at those locations.

14) Once the police have confirmed that the shooter no longer poses a threat, make sure a public announcement is made over the public address system that it is now safe to leave the building. This should be facilities doing this, but BID officer could inform them.

15) Return building access to normal operations after confirming the outside surrounding area is safe. Remain a visible and reassuring presence in the lobby area as staff departs the building.

16) Do not entertain requests for information from the media. Direct all such enquiries to Media Relations.

*Please note that the above list is neither exhaustive nor inclusive and the best tactical option should be considered for each location/specific incident. For further advice please contact your supervisor.*

**If an Active Shooter has accessed a building you are hiding on (not sure if this section applies, since BID officers only enter a building for a merchant contact, etc. and aren't in charge of one.**

1) The primary BID security post for the impacted facility should contact emergency services for the designated jurisdiction (example: call 911). If the post has been vacated or incapacitated by the active shooter, any roving BID security officer or member of the BID security guard staff should make the call.

3) Any adjacent business facility within the immediate area should be notified to lock down the perimeter of the building.

4) If the location has a Childcare Center, dispatch any available BID security, fire & life safety and/ or facilities personnel to assist in the center emergency procedures.

5) If the building is equipped with a public address (PA) system, BID security personnel should alert building occupants of current issue.

6) Provide detail as to the location of the shooter so occupants can avoid the impacted area.

7) If possible, immediately recall all passenger and freight elevators or call Facilities to assist.

8) Locate the first responder information (location and storage device may vary by location) and have it ready for emergency personnel.

9) Assist Law Enforcement and emergency responders to access the facility as needed.

10) Be prepared to provide law enforcement with as much detail about the location and description of the suspect(s).

11) Assist evacuating personnel and move them away from the facility to a safe and controlled location.

### After Incident Actions

1) BID security officers must ensure that evidence at the scene is not tampered with or destroyed before law enforcement has finished their investigation of the crime scene. This may be an ongoing requirement which could last for several days (this wouldn't be possible for a BID officer to be required to post up much longer than a shift.

2) Once law enforcement have given the all clear to release the crime scene, liaise with facilities to clean all the affected areas within the building and replace or repair broken furniture, equipment, doors and windows etc. Not sure if this section is needed. Seems like a section for building security.

3) DO NOT speak with press or media regarding the event. Direct inquiries to Media Relations.

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